



## Department of Administrative Services Human Resources **Job Announcement**

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**ANNOUNCEMENT #:** 200735

**POSITION:** ERP Business Solutions Analyst

**LOCATION:** State Purchasing Division  
200 Piedmont Avenue, SE  
13<sup>th</sup> Floor West Tower  
Atlanta, GA 30334

**APPLICATION DEADLINE:** Open Until Filled

**WHO MAY APPLY:** All Applicants

**PAY GRADE:** 17

**PAY GRADE SALARY RANGE:** \$3,484.08 - \$6,110.30

**GENERAL DESCRIPTION:** Join the State of Georgia to lead us through an enterprise wide e-procurement transformation utilizing a PeopleSoft platform to adopt best practices in procurement.

The ERP Business Solutions Analyst provides support for the user community. This position works on multiple function tasks that tend to be of medium technological complexity. Identifies and recommends functional and technology solutions. Additionally, this position works on one or more projects as a project team member and acts as a subject matter expert (SME) for one ERP functional area. This position is responsible for working with customers in the development, support, maintenance, and deployment of ERP business applications as well as information support processes. Assists agency customers with the analysis, design, deployment, and testing of ERP functionality. Develops and provides training to customers on basic features of application/product usage. Provides guidance, training and problem solving assistance to other team members.

### Required Knowledge, Skills, and Abilities

- Strong oral, written communication, and presentation skills
- Ability to communicate with both technical and non-technical staff
- Strong interpersonal skills
- Demonstrated ability to effectively work with internal and external stakeholders
- Demonstrated project management skills
- Strong decision making skills
- Expert knowledge of application technology
- Ability to deliver executive briefings and articulate solutions and proposals in a relevant business context
- Ability to manage complex integration projects
- Good knowledge of state-of-the-art business and system modeling techniques
- Ability to leverage web technologies (e.g. webcasts, webinars)

- Ability to interface with customers to gather project requirements and perform due diligence, as necessary
- Demonstrated ability to gain consensus across various customer groups for recommended solutions

**MINIMUM QUALIFICATIONS:** Completion of a Bachelor's degree in Business Administration or a related field from an accredited college or university.

AND

Two (2) years of ERP experience which included customer service support, ERP deployment, and application maintenance related to one or more of the following functional areas:

- e-Procurement
- Contract Management
- Supply Chain Management
- Finance

OR

Six (6) years of ERP experience which included customer service support, ERP deployment, and application maintenance related to one or more of the following functional areas:

- e-Procurement
- Contract Management
- Supply Chain Management
- Finance

**PREFERRED QUALIFICATIONS:** Preference will be given to those applicants who, in addition to meeting the minimum qualifications, also possess one or more of the following:

- Experience with PeopleSoft Financials V8.x
- Public Sector experience (i.e. state and local government)
- Experience in one or more of the following PeopleSoft Modules:
  - eProcurement including requisition workflow and configuration
  - Strategic Sourcing
  - Supplier Contract Management
  - Catalog Management
  - eSupplier connection
  - Supplier Rating System

**HOW TO APPLY:** Email resume and/or State of Georgia application to [spdhr@doas.ga.gov](mailto:spdhr@doas.ga.gov).